COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

Air Force Instruction (AFI) 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures,* **May 2005, is supplemented as follows:** This supplement provides guidance and procedures for WRM managers at all levels of the Air National Guard (ANG) to sustain WRM in support of national strategy outlined in the *USAF War and Mobilization Plan (WMP).* It assigns additional responsibilities for specific program management actions. This instruction will be used by Air National Guard units in place of Gaining MAJCOM (GMAJCOM) supplements. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels to ANG Logistics Readiness (NGB/A4R), Plans & Integration Branch, 3500 Fetchet Ave, Andrews AFB MD 20762.

1.1. WRM Basis:

1.1.2. Emergencies may be defined as such by state and federal officials. AFI 10-802, *Military Support to Civil Authorities*, authorizes the Installation Commander to respond and commit available resources directly to civil authorities under circumstances requiring Immediate Response. Air Force resources (including WRM) are provided only when response or recovery requirements are beyond the capability of civil authorities, which is determined by Federal Emergency Management Agency (FEMA) or another lead Federal agency for emergency response.

1.1.4. Use of WRM for an Air and Space Expeditionary Force (AEF) tasking must be coordinated in advance IAW Chapter 6 of the AFI, the same as for any request for WRM over 30 days.

1.2.1. ANG units identifying WRM items requiring special consideration should submit justification through the appropriate branch of NGB/A4R and the ANG Command WRM NCO (CWRMNCO). After coordination, the ANG CWRMNCO will forward the request to the using command for approval.

1.3. **Physical Security and Classification Guidance.**

1.3.2.2. Assessment of Wartime Requirements. The phrase "specific war fighting capability" refers to aircraft Mission Design Series (MDS) and day-by-day wartime aircraft activity. Do not pair war consumables with a particular aircraft type or the day those items are needed in a war plan.

2.13.   MAJCOM Air Components.

2.13.2.   The Plans & Integration Branch Chief (NGB/A4RX) serves as MAJCOM-equivalent WRM Program Manager (WRMPM) for the Air National Guard.

2.13.2.3.   The ANG WRMPM appoints a Command WRM officer (CWRMO) and NCO from the Plans & Integration Branch of the Logistics Readiness (NGB/A4R) Division. The CWRMNCO serves in the primary role and the CWRMO is the alternate.

2.13.3.   CWRMO/NCO.

2.13.3.13.   The ANG CWRMNCO will consult with ANG WRM Managers in the NGB/A4M Aircraft Maintenance Division who attend the conferences dealing with their specialty areas. CWRM Managers may offer advice to the Command WRMPM on the need for attendance by the CWRMNCO at those meetings.

2.13.3.14.   The ANG CWRMO will consult with ANG WRM Managers in the Materiel Management Branch (NGB/A4RM) and Vehicle Management Section (NGB/A4RDV) who attend the conferences dealing with their specialty areas. CWRM Managers may offer advice to the Command WRMPM on the need for attendance by the CWRMO at those meetings.

2.13.3.15.   WRM subjects coordinated with other agencies may include but are not limited to: content of supplements and guides, resolution of limiting factors, indirect mission support, and agreements/memorandums of understanding.

2.13.3.18.   Annual training for ANG unit WRMO/NCOs and WRMMs may be provided by the appropriate gaining MAJCOM in a shared workshop environment.

2.13.4.   CWRMM.

2.13.4.1.   ANG command-level WRM Managers, at a minimum, should be appointed from these offices in the ANG Readiness Center: Materiel Management, Vehicle Management, and Munitions Management. From time to time, the CWRMNCO may solicit advice or information from Services, Civil Engineering, Aircraft Maintenance, Operations Plans, or other functional managers as needed.

2.14.   Storing Commands. The Air National Guard serves only as a Storing Command in the WRM program.

2.14.2.   The ANG CWRMO compiles and summarizes unit WRM budget data and forwards it to the appropriate gaining/using MAJCOM. The MAJCOM adds ANG (storing command) numbers to their MAJCOM Program Objective Memorandum (POM).

2.16.   Installation Level Responsibilities.

2.16.1.3.   The WRM Program Manager at all ANG wings authorized to store WRM will be the Wing Vice Commander (CV). If a unit does not have a Wing Vice Commander, the Wing Commander should appoint an officer with similar ability to command full participation and compliance with the WRM program from all the groups in the wing.

2.16.2.2.   On the appointment letter, add the electronic mail address for each individual listed. See the WRM page on the ANG Plans & Integration web site for a sample letter format.

2.16.3.   The WRMO/NCO.

2.16.3.3. (Added)

SYSTEM	REPORT
– CAS	AMC12A – Munitions Asset Level Listing

2.16.3.4. The unit WRMO/NCO sending non-requisition requests to the gaining MAJCOM will send a courtesy copy to the ANG CWRMNCO. (Use the letter format in attachment 8 of the AFI.) The unit may also request coordination assistance from the ANG CWRMNCO.

2.16.3.4.1. (Added) Vendor Agreements. The preferred non-Air Force sources of WRM equipment or vehicle requirements are commercial airline carriers or airport vendors. Work with the base contracting office to create a written **plan with commercial providers able to meet delivery timing requirements.**

2.16.3.4.2. (Added) If WRM authorizations are to be satisfied by providers in the local economy, include a general comment to that effect in the WRM chapter of the In Garrison Expeditionary Site Plan.

2.16.3.5. Establish an office continuity product that contains all of the applicable documents, references, records, and reports associated with management of the installation WRM program. The four tables in **Attachment 2 (Added)** may be used as a division guide or file plan. The WRMO may choose to keep all items as electronic files in electronic sub-folders under one main folder, and/or print hard copies for storage in a binder or set of binders.

2.16.3.7. WRM funds for ANG bases are not a part of base Financial Plans. Submit WRM budget requirements to the ANG CWRMNCO as described in paragraph **3.6.6.3.** of this supplement.

2.16.3.9. The WRMO/NCO will schedule the meeting and publish the agenda and minutes of the meeting. (See AFI 25-101 sections 3.1.4.3. and 3.1.4.4.)

2.16.3.14. There are steps to take before the WRMO notifies the ANG CWRMO about WRM storage shortfall remedies:

2.16.3.14.1. (Added) Prepare an AF IMT 332, *Base Civil Engineer Work Request,* and give it to your CE squadron. If the request is approved by the Facilities Utilization Board (FUB), CE will fill out DD Form 1391, *Military Construction Project Data,* which includes details and a cost estimate.

2.16.3.14.2. (Added) The unit CES will fax DD Form 1391 to NGB/A7CP who will review and approve/disapprove the request and forward it to the ANG CWRMNCO.

2.16.3.14.3. (Added) When the ANG CWRMNCO has the approved DD Form 1391, coordination may begin with the respective GMAJCOM WRM office and A7CP for availability of funds. The unit WRMO should also forecast the cost in their future year Financial Plan.

2.16.3.14.4. (Added) The installation WRMO/NCO will forward electronic copies of the R07 and Q07 annually to the ANG Command WRMNCO. This will be required following the receipt and processing of a new WCDO, or upon request if no new WCDO is issued in a calendar year.

2.16.3.15. The DCAPES version of LOGFAC will not be accessible by ANG wing WRMO/NCOs until Air Force funding enables the distribution of more software licenses. The ANG CWRMNCO will notify units when DCAPES/LOGFAC is available.

2.16.3.16. WRM-related publications, reports, and records the WRMM needs to retain are listed in **Attachment 3 (Added)** of this supplement. The WRMM may choose to keep all items as electronic files

in electronic sub-folders under one main folder, and/or print hard copies for storage in a binder or set of binders.

2.16.4. WRMM.

2.16.4.6. The WRMM works with the WRMO to accomplish the shortfall remedy steps described in paragraphs **2.16.3.14.1. (Added)** through **2.16.3.14.3. (Added)** of this supplement.

2.16.4.9. (Added) Managers of WRM assets stored at an alternate storage location (ASL) will have a written plan for moving those assets to the planned operation base (POB) in time to support wartime activity. Work with the WRMO/NCO to comply with paragraphs 1.4.2. in AFI 25-101.

2.18.1.8. Management and Systems Flight, Resource Management Section.

2.18.1.8.1. The ANG has only one general (not WRM) Stock Fund Manager whose account is only for supporting the 127 Wing and its associated independent units. ANG Q07 data may be used by the gaining MAJCOM Stock Fund Manager for budgeting purposes.

2.18.3.5. Software applications or systems designed to track munitions assets are subject to change. Provide the WRMO/NCO with any appropriate asset level report that supersedes the CAS AM507 but continues to serve the same function.

3.1.4.3. **Installation WRM Review Board Agenda.**

3.1.4.3.6. WRM starter quantities. Brief the fill and serviceability rates of all WRM assets. The fill rate is the on-hand vs. requirement percentage and the serviceability rate concerns the operational status of the equipment on hand. Discuss actions taken to satisfy shortages and redistribute excesses.

3.1.4.3.7. Surveillance visits. Focus on problem areas and identified deficiencies. Provide a brief synopsis of action recommended and/or taken to relieve the problem/deficiency. Also, show examples of outstanding program management when applicable.

3.1.4.3.8. Base financial plan. Provide board members a review of expenditures and balances reflected on an AF IMT 616 or Military Interdepartmental Purchase Request (MIPR) from the gaining MAJCOM. Review the ANG installation WRM budget and indirect POM submission process. Discuss effect on wartime mission if appropriate WRM funding is not provided.

3.1.4.3.9. Use of WRM. Recap the use of WRM since the previous review board meeting. In addition to information cited in the AFI, include the condition of assets upon return. Note any actions taken to repair or reconstitute assets used or consumed.

3.1.4.3.14. Rations authorizations. Review the Funded Level Rations letter to determine that all self-sustaining units are covered and discuss local sourcing of air crew meals, if applicable. If board members are confused about rations, invite a representative from Services to explain the rations central storage program and/or show training slides from the ANG WRM web site.

3.1.4.4. Review Board minutes will be kept at least four years to show recent history of WRM management and status of the program.

3.3. WRM Surveillance Visits.

3.3.1.1. Surveillance Visit Report. The WRMO will keep on file four of the most recent surveillance visit reports covering each area inspected. Each WRMM will keep the last four reports concerning the area managed.

3.3.1.2. Technical Expertise. If the accompanying WRMM is not technically qualified on specific WRM assets within their squadron, then a qualified technician from the functional area should also accompany the WRMO during the surveillance visit.

3.3.2. To meet or exceed minimum WRM program standards, areas inspected should be using a Compliance and Standardization Requirements List (C&SRL). Use the ANG version or one published by the gaining command, whichever is most current. If references on such checklists do not make sense due to timing of publication changes, keep in mind the purpose and intent of each listed item. Checklists help units focus on details associated with general program requirements already stated in the basic AFI.

3.3.3. (Added) Surveillance Visit Report. After each surveillance visit, the WRMO/NCO will provide a written report of the visit, within 10 duty days, through appropriate commanders to the chief of the function visited. For guidance, use Attachment 6 of AFI 25-101, Exa*mple Surveillance Visit Report*. The report will be signed by the WRMPM and will be discussed at the next WRM Review Board and documented in the minutes.

3.3.3.1. (Added) In addition to the kinds of discrepancy comments shown in Attachment 6 of the AFI, the surveillance visit report should include identification of primary and alternate WRMM, and previous inspection date.

3.6.5. Command Level WRM Financial Management.

3.6.5.2. The CWRMNCO for ANG sends validated WRM budget requirements to GMAJCOM WRM offices, not to the ANG Budget Office. The ANG CWRMNCO will send unit budgets and a summary report (for the next fiscal year) to each GMAJCOM on or before 30 November.

3.6.5.3. The Gaining MAJCOM WRMO determines priority of fund distribution for ANG units. Distribution happens in two steps:

3.6.5.3.1. (Added) The Unit WRMO sends spending requests to the GMAJCOM (and copy to the ANG CWRMNCO) via electronic mail. See paragraph **3.6.6.4.1. (Added)** for spending request content.

3.6.5.3.2. (Added) If the spending request is approved and there are enough funds, the GMAJCOM sends an appropriate funding document (e.g. MIPR or AF IMT 616) directly to the unit WRMO.

3.6.5.5. The CWRMO for ANG assists the GMAJCOM with validation of unfunded requirements submitted by ANG units.

3.6.6. Installation WRM Financial Management.

3.6.6.1. ANG base FM budget offices do not participate in the WRM budget process. The WRMO/NCO sends the base WRM budget to the ANG CWRMNCO. See paragraph **3.6.6.3.1. (Added)**

3.6.6.2. There should be no risk of improper distribution of WRM funds by the base Financial Working Group (FWG). WRM funds sent to ANG units via MIPR or AF IMT 616 from their gaining MAJCOM are loaded to a unique organization/shop account accessible only by the WRMO, WRMNCO, or designated WRMM as applicable.

3.6.6.3. The WRMO/NCO forwards functional area WRM budget (Financial Plan) requirements including justifications to the ANG CWRMNCO annually, by 15 Sep, for the fiscal year 13 months in the future. The required form and instructions are sent to all units in July. A sample form for training purposes is also posted on the NGB/A4RX WRM web page.

3.6.6.3.1. (Added) Financial Plan validation involves error corrections and insertion of missing information. Units will be contacted by the ANG WRMO if there are entries needing clarification. The unit will receive a copy of their validated financial plan before aggregate figures are forwarded to the gaining MAJCOM.

3.6.6.4. The gaining MAJCOM does not automatically provide an annual distribution of WRM funds to ANG units. When a fiscal year begins, ANG units must submit spending requests to get the WRM money they need.

3.6.6.4.1. (Added) A unit spending request for purchasing WRM supplies or services must be specific in detail. It must list every item, with specifications (NSN, part number, size, dimensions, model, features, etc.) as applicable. Include the estimated price based on current information from the supply system or intended vendor. Justify the expense; that is, explain the need, how item(s) will be used and the impact on WRM if not provided. The spending request should also include the mailing address and FAX number of the WRMO.

3.6.6.4.2. (Added) In response to a spending request, funds come from the gaining MAJCOM to the ANG unit WRMO/NCO on a Military Interdepartmental Purchase Request (MIPR) or AF IMT 616. Base FM will set up an account from which to disburse those funds.

3.6.6.5. Budget Execution Review (BER) input for ANG unfunded requirements consists of a detailed electronic mail (email) message that documents each item requested, amount the item costs, and rationale for the request. The email must be sent to the ANG CWRMO for validation and coordination with GMAJCOM. All requests must be submitted NLT 1 June to allow time for obligating funds by the end of the fiscal year. If the request is approved, an appropriate funding document (e.g. MIPR or AF IMT 616) will be sent to the unit WRMO/NCO directly from the GMAJCOM.

3.6.7. Base Level WRM Funding Structure.

3.6.7.1. Base FM will create accounts for appropriate ANG organizations only upon receipt of funds from the gaining MAJCOM. Follow the guidance on the funding document and pay special attention to the PEC.

3.6.7.3.10. Equipment assets that are use code D, and vehicles that are use code M, are authorized to use WRM funds to inspect and maintain the assets in a serviceable condition. If the equipment/vehicle requires unscheduled maintenance due to peacetime use, unit O&M funds will be used to ensure the asset remains in serviceable condition.

4.3.8. WPARR Part II.

4.3.8.1. The ANG is a Storing Command. The ANG CWRMNCO will send a WPARR Part Two/Joint Use Determination worksheet to each unit tasked by a Using Command to store additive equipment and vehicles.

4.3.8.2. Installation Response to WPARR Part II. After sending JU minutes to the host command, also send a copy of those minutes plus the annotated worksheet to the ANG CWRMNCO.

4.3.8.3. Joint Use System Entries. The host base LRS should not enter use code "C" for Joint Use items in SBSS until receiving word from the ANG Supply Equipment Manager that AFEMS has been updated.

4.3.8.5. Allowance Change Requests. ANG units believing additional equipment is needed to support the wartime mission of an aircraft type may send Allowance Standard (AS) change requests to the ANG Supply Equipment Manager for coordination with Using Command and AFEMS processing. Specify whether

the equipment item should become a mobility asset, a peacetime operating base requirement, or an additional pre-positioned WRM item.

4.3.8.5.1. (Added) The organization requesting an Allowance Standard change will submit either a TACR or an AF IMT 601 to the local Supply Manager for approval prior to forwarding to NGB/A4RM. If the item is to become part of the WPARR, pre-approval is also required from the WRM Review Board. Ensure the request form includes the following information, at a minimum/as applicable, and is classified appropriately.

4.3.8.5.1.1. (Added) TACR: Frequency of use in wartime, date of TPFDD or WAAR upon which the requirement is based, type and quantity of aircraft the equipment supports, total population the equipment supports, explanation of the requirement, and impact on wartime mission/capability if disapproved.

4.3.8.5.1.2. (Added) AF IMT 601: Noun and quantity required, justification, Allowance Source, organization and shop code of affected unit, Stock Record Account Number (SRAN), and stock number/part number.

4.3.8.5.2. (Added) The TACR or AF IMT 601 is reviewed by the ANG Supply Equipment Manager (NGB/A4RMS) along with the appropriate ANG functional manager. The ANG Supply Equipment Manager will coordinate with the respective Using MAJCOM Supply WRM Equipment Manager for approval/disapproval. ANG returns the approved form (or disapproval with explanations) to the unit Supply Manager.

4.3.8.5.3. (Added) The unit Supply Manager makes the necessary EAID changes, informs the functional user and the WRMO/NCO of the results of any requested WPARR changes, and provides the information necessary to update the WPARR to the WRMO/NCO and those organizations to which copies of the WPARR have been provided.

4.3.9. Joint Use.

4.3.9.2. Joint Use Determination. Alternate systems/reports may be used to identify installation assets and their current use codes. Reports similar in function to the ACAL output include the Custodian Account/Custodian Request Log (R-14) and the Item Record Selective Readout (R-32).

4.3.9.3. Each organization equipment custodian must understand the Joint Use determination process. The WRMO/NCO should thoroughly train and explain Joint Use policy and purpose so that custodians can make sound decisions prior to attending the installation Joint Use meeting. See the visual aid called *Joint Use Determination Decision Diagram* on the WRM page of the ANG Plans & Integration Branch website.

4.3.9.4. Send minutes from the Joint Use Determination meeting to the ANG Command WRM NCO along with the Joint Use Determination worksheet. Minutes should include comments or explanations about availability of equipment or vehicles that cannot be entered on the worksheet.

4.3.9.4.2. Equipment on an authorization list that matches what is desired by the Using MAJCOM on the WPARR Part II can only be use code "C" for joint use if it is on hand and was previously use code "B."

4.3.9.4.3. If other sources of equipment are found, note the arrangements/agreements in the Joint Use meeting minutes for elevation to the ANG CWRMNCO and Supply Equipment Manager. Such items will continue to be coded "D" for pure WRM in AFEMS, but should not be requisitioned.

4.5. **463L System Support Equipment:**

4.5.1. ANG has no WRM Pallets. The types of WRM stored in place by ANG units consists of consumables, munitions, fuel tanks, vehicles, MHE assets, and equipment items that do not require deployment on a pallet.

4.5.6. RCS: MTC-DR (M&Q) 8701 Reporting. The 8701 reports the quarterly inventory status of all 463L Pallets regardless of their intended use. The Installation Pallet and Net Monitor will continue to report the quantity of pallets on an installation, including those designated as Operational, Deployment/ UTC, or WRM. Logistics Planners will continue to assist in this process. Follow instructions provided by the ANG Transportation Manager and Warner-Robins ALC.

4.8. WRM Subsistence.

4.8.5. The host services officer will provide a current copy of the WRM Rations Requirements Letter (or equivalent) to the WRMO/NCO. Copies may also be available from the ANG Logistics web site.

4.8.3.1. Computing WRM Rations. WRM rations requirements for ANG aircrew are computed in LOG-FAC by the gaining MAJCOM WRMO, not the ANG CWRMNCO.

4.8.8.9. (Added) The WRMO/NCO should verify that Funded WRM rations are on-hand to support wartime authorizations as identified by GMAJCOM Logistics and Services. The WRMO/NCO and base services representative ensure that WRM rations are managed IAW AFI 34-239 Food Services Management Program. If units have any concerns about the rations program, they should coordinate their requirements or questions with HQ GMAJCOM Services and Logistics Plans and ANG Civil Engineers and Logistics Plans respectively.

5.1.2. WRM equipment items (except vehicles) will normally be issued on custody receipts to the wartime user or to the base activity that maintains similar peacetime items. The WRMO/NCO will not be designated the accountable officer or sign custody receipts for WRM equipment.

5.2.4. WRM Vehicle Maintenance.

5.2.4.1. Rotation In and Out of Storage. ANG units do not usually have enough like POS vehicles to rotate with WRM vehicles in storage. In most cases, a pure WRM vehicle is the only one of its kind on an installation. The ANG Vehicles Management section encourages units to use WRM vehicles a limited number of hours to keep them serviceable, as recommended in paragraph 5.2.4.2. of the AFI.

5.2.4.1.1. (Added) Aerial Ports may use WRM Material Handling Equipment (e.g. K-Loaders, Next Generation Small Loaders, and forklifts) during Unit Training Assembly weekends with approval from the WRMO/NCO.

5.2.4.1.2. (Added) Conduct quarterly maintenance checks if the unit cannot exercise WRM vehicles enough during performance of normal mission requirements.

5.2.6. Aviation units will deploy to their FOL with Alternate Mission Equipment (AME) tanks. However, to avoid the possibility of AME tanks being jettisoned during contingencies, they must be replaced with WRM tanks upon arrival at the FOL. When required, WRM tanks can be flown as normal everyday tanks provided all modifications and TCTO's have been completed. Supply stores and delivers tanks to users and/or maintainers, and Aircraft Fuels Systems maintains and services fuel tanks. All tanks are hung on the aircraft by maintenance.

5.3. WRM Storage.

5.3.6. WRM Storage Funding. As a Storing Command, the ANG CWRMNCO will advocate storage funding to be included in the GMAJCOM POM by showing facility cost estimates in the consolidated ANG WRM Fin Plan summary.

5.3.7. WRM Marking.

5.3.7.2. WRM munitions are not exempt from marking if they are stored in the same location with other categories of munitions. As with all integrated assets, WRM munitions must be readily identifiable to prevent inadvertent use.

5.3.7.4. WRM assets without maintenance records or shelf-life requirements should be tagged with DD Form 1574, *Serviceable Tag – Materiel*, or AFTO 244/245, *Industrial/Support Equipment Record*, and properly annotated with condition and last inspection date.

6.1.1.2.2. Units responsible for storing WRM consumables (WCDO assets) will not allow on-hand quantities of any WCDO item to be reduced below the authorized WRM level without approval from the gaining command WRM Officer.

6.1.1.2.3. The ANG WRMPM delegates the CWRMO the authority to approve/disapprove WRM use requests.

6.2.1. Local approval authority for use of WRM is intended to provide for mission essential requirements (e.g., supporting local on base exercises, mission activity surges, short duration unsatisfactory in-commission rates, etc.). Local approval authority is not meant to support recurring dispatch or day-to-day routine requirements. This approval level does not include use for training. The signed approval document is maintained by the WRMO/NCO.

6.3.2. Use of WRM for AEF support must be coordinated in advance between the deploying unit and HQ GMAJCOM. GMAJCOM WRMO will coordinate the WRM use request with the ANG Command WRMNCO and notify the unit of approval/disapproval. Ensure documentation pertaining to WRM use is on file.

8.3.7. **WAA Questions and Comments. Questions relating to WAA preposition codes and missile documentation should be addressed first to the WRM office at HQ GMAJCOM. These and any other WAA inquiries should be coordinated with the gaining MAJCOM before forwarding to the planning staff at HQ GMAJCOM.** Do not discuss the OPLAN ID, deployment location or refer to your capability to provide or store assets concerning the WAAR unless you use secure communication.

8.3.7.1. (Added) **If an error is discovered or perceived in the WAAR, bring it to the attention of the ANG CWRMO and the applicable GMAJCOM contact. When the error is confirmed, a pen and ink change will be authorized until the next revision/publication cycle prints the correction.**

8.7.1.3. Excess WRM consumable items will be loaded on organization/shop code 002XS in SBSS.

8.7.1.4. Aircraft Fuels Maintenance: Evaluate the daily external fuel tank requirement, validate consumption rates with operations plans, and determine fuel tank build-up requirements.

8.7.2. The ANG CWRMNCO will forward such requests to the appropriate GMAJCOM.

8.8.6. For those units gained by ACC, the following information applies for reporting fuel tanks. To allow HQ ACC to monitor the number of built-up tanks, the IIC must be changed on the "W" detail supply record if the tanks are in a built-up configuration. Do not change the IIC if the tanks are configured in a

canister. IIC changes are as follows: 205W to 205B, 208W to 208B, 209W to 209B, 210W to 210B, 258W to 258B, 270W to 270B.

8.9.15. (Added) When new items are added to a unit's WCDO authorization, existing peacetime stocks in SBSS are exempt from the minimum level restriction until the initial WRM requisition is satisfied. If a new WCDO item requisition is not filled within 120 days from date of authorization, the Stock Control Element will submit a supply difficulty report.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPPORTING INFORMATION

Abbreviations and Acronyms

GMAJCOM—Gaining Major Command

ACAL—Command Asset Usage List (screen name)

ALC—Area Logistics Command

AME—Alternate Mission Equipment

C&SRL—Compliance and Standardization Requirements List

EAID—Equipment Authorization Inventory Data

FAX—Facsimile Transmission

FEMA—Federal Emergency Management Agency

FUB—Facilities Utilization Board

IAW—In accordance with

LRS—Logistics Readiness Squadron

Attachment 2 (Added)

CONTINUITY ITEMS FOR WRMO/NCO

A2.1. (Added) The following office continuity tables list applicable documents, references, records, and reports associated with management of the installation WRM program. The installation WRMO may choose to keep all items as electronic files in electronic sub-folders under one main folder, and/or print hard copies for storage in a binder or set of binders. Include organization name and document date in electronic file names. In the "Item Name" columns of these tables, naming and date formats are suggested in *italic* font. Classified documents will be stored separately in approved secure containers or on computers approved for classified files.

A2.2. (Added) Documents <u>authorizing</u> storage of WRM

Item Category	Item Name	AFI Para
Classified WRM documents	Wartime Aircraft Activity Report (WAAR) War Consumables Distr. Objective (WCDO) Inventory Management Plan (IMP)	2.16.3.3. 2.16.3.3. 2.18.1.4.1.
Unclassified Documents	Vehicle Authorization List (VAL) War Plans Additive Requirements Report (WPARR) Funded Level Rations Requirements (FLRR) letter	4.3.8.4. 4.3.9.2. 2.18.5.4.

A2.3. (Added) Letters and records reflecting <u>management</u> of the WRM program

Item Category	Item Name	AFI Para	ANGI Para
Appointment Letters	WRM Program Manager	2.16.1.3.	
	WRM Review Board *mm-yy*	2.16.1.3.	
	WRMO-NCO Aptmt *mm-yy*	2.16.2.2.	
	WRMM - LRS WRMM - Maint Sqd WRMM - Munitions WRMM - Services	2.18.1.1. 2.18.2.1. 2.18.3.1. 2.18.5.1.	
Training Records	Train PM & RB members Training Scripts Given	2.16.3.13.1. 2.16.3.13.1.	
	Train WRM Managers	2.16.3.13.2.	
Meeting Minutes	WRM RB *mmm-yy*	3.1.4.4.	**3.1.4.4.**
	J-Use Meeting *mmm-yy*	4.3.9.4.	**4.3.9.4.**
Budget Records	WRMM Want Lists	2.16.4.2.	
	Fin Plan to ANG FY*yy*	2.16.3.7.	**3.6.6.3.**
	Validated Fin Plan FY*yy*		**3.6.6.3.1. (Added)**
	Spending Requests		**3.6.6.4.**

Item Category	Item Name	AFI Para	ANGI Para
	AF IMT 616 Execution		**3.6.6.4.2. (Added)**
Maintenance Schedules	MMF WRM Schedule *yyyy* VMF WRM Schedule *yyyy* MXS WRM Schedule *yyyy* MUN WRM Schedule *yyyy*	2.18.1.6.4. 2.18.1.9.2. 2.18.2.2. 2.18.3.1.	
Use of WRM	Issue & Return Use Log	3.3.2.8.	

A2.4. (Added) Reports showing the <u>status</u> of WRM assets

Item Category	Item Name	AFI Para	ANGI Para
Surveillance Reports	SurV Report org mmm-yy	3.3.1.	**3.3.1.1.**
	SurV Chklst org mmm-yy	3.3.2.	
	HQ SAV mmm-yy	2.13.3.8.	
SBSS Reports	R07 – WCDO assets loaded	2.16.3.3. 2.18.1.3.1.	**2.16.3.3. (Added)**
	Q07 – WCDO funding	2.16.3.3. 2.18.1.3.1.	**2.16.3.3. (Added)**
	R23 – CA/CRL	2.16.3.3.	
	R31 – Due Out Status	2.16.3.3.	
Munitions Reports	CAS AM507 mmm-yy	2.18.3.5.	

A2.5. (Added) Policy and guidance <u>references</u> relating to WRM

Item Category	Item Name	AFI Para
WRM Publications	AFI25-101.pdf ANGI25-101.doc AMCI25-101.doc	
Other AF Pubs	AFI 21-101 AFMAN 23-110, Vol. 1. AFI 24-302 AFI 34-239 AFI 36-2201, Volume 1 AFI 65-601	1.2.1. 2.18.1.3.4. 2.14.6. 3.3.2.9. 2.16.3.13.2. 3.6.6.1.
Technical Orders	TO 36-1-191	3.4.8.4.
Check Lists	ANG C&SRL	
Dept of Defense Publications	DoD 4500.9-R-1-VI.doc	4.5.2.

Attachment 3 (Added)

CONTINUITY ITEMS FOR WRM MANAGERS

A3.1. (Added) Each installation WRMM will maintain the following documents and records. Where several items are listed under a category, keep the one(s) applicable to the assets managed. The WRMM may choose to keep all items as electronic files in electronic sub-folders under one main folder, and/or print hard copies for storage in a binder or set of binders. Include organization name and document date in electronic file names. In the "Item Name" columns of these tables, naming and date formats are suggested in *italic* font. Classified documents will be stored separately in approved secure containers or on computers approved for classified files.

A3.2. (Added) Documents <u>authorizing</u> storage of WRM.

Item Category	Item Name	AFI Para
Classified WRM documents	Wartime Aircraft Activity Report (WAAR) War Consumables Distr. Objective (WCDO) Inventory Management Plan (IMP)	**2.16.3.3. (Added)** **2.16.3.3. (Added)** 2.18.1.4.1.
Unclassified Documents	Vehicle Authorization List (VAL) War Plans Additive Requirements Report (WPARR) Funded Level Rations Requirements (FLRR) letter	4.3.8.4. 4.3.9.2. 2.18.5.4.

A3.3. (Added) Letters and records reflecting <u>management</u> of the WRM program

Item Category	Item Name	AFI Para	ANGI Para
Appointment Letter *(Applicable version)*	WRMM - LRS WRMM - Maint Sqd WRMM - Munitions WRMM - Services	2.18.1.1. 2.18.2.1. 2.18.3.1. 2.18.5.1.	
Training Records	Training Scripts Received Training Record, WRM Manager	2.16.3.13.1. 2.16.3.13.2.	
Meeting Minutes	WRM RB *mmm-yy*	3.1.4.4.	**3.1.4.4.**
	J-Use Meeting *mmm-yy*	4.3.9.4.	**4.3.9.4.**
Budget Records	WRMM Want Lists	2.16.4.2.	
	Fin Plan to ANG FY*yy*	2.16.3.7.	**3.6.6.3.**
	Validated Fin Plan FY*yy*		**3.6.6.3.1. (Added)**
	Spending Requests		**3.6.6.4.**

Item Category	Item Name	AFI Para	ANGI Para
Maintenance Inspection Schedules *(Applicable version)*	MMF WRM Schedule *yyyy* VMF WRM Schedule *yyyy* MXS WRM Schedule *yyyy* Mun WRM Schedule *yyyy*	2.18.1.6.4. 2.18.1.9.2. 2.18.2.2. 2.18.3.1.	
Use of WRM	Issue & Return Use Log	3.3.2.8.	

A3.4. (Added) Reports showing the <u>status</u> of WRM assets.

Item Category	Item Name	AFI Para	ANGI Para
Surveillance Reports	SurV Report *org mmm-yy*	3.3.1.	**3.3.1.1.**
	SurV Chklst *org mmm-yy*	3.3.2.	
	HQ SAV *mmm-yy*	2.13.3.8.	
SBSS Inventory Reports	R07 – WCDO assets loaded	2.16.3.3.	**2.16.3.3. (Added)**
	R23 – CA/CRL	2.16.3.3.	
	R31 – Due Out Status	2.16.3.3.	
Munitions Reports	CAS AM507 *mmm-yy*	2.18.3.5.	

A3.5. (Added) Policy and guidance <u>references</u> relating to WRM

Item Category	Item Name	AFI Para
WRM Publications	AFI25-101.pdf ANGI25-101.doc AMCI25-101.doc	
Other AF Pubs *(If applicable)*	AFI 21-101 AFMAN 23-110, Vol. 1. AFI 24-302 AFI 34-239 AFI 36-2201, Volume 1 AFI 65-601	1.2.1. 2.18.1.3.4. 2.14.6. 3.3.2.9. 2.16.3.13.2. 3.6.6.1.
Technical Orders *(List applicable TOs for WRM assets managed)*	TO 36-1-191	3.4.8.4.
Check Lists	ANG C&SRL	

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